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DDA 86-1368
8 August 1986

HELEN

MEMORANDUM FOR: Director of Central Intelligence

FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 8 August 1986

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4. An Office of Medical Services' (OMS) psychologist met with the Director of Security to discuss research in the area of applicant selection. OMS is to draft a proposal for a study of the effects of pre-screening techniques on the security rejection rate.

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S E C R E T

25X1 6. Office of Personnel (OP) and Office of Security (OS) representatives conducted Security Protective Officer presentations [redacted] which were attended by a total of 92 individuals.

25X1 ✓ 7. Due to asbestos [redacted], OL has reduced rent payments, effective 10 July, to reflect the owners' failure to perform under the agreement. The delay in removing the asbestos is attributed to a saturation in the market place for this type work.

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10. OP reports that premium rates for Basic Life Insurance provided under the Federal Employees' Group Life Insurance (FEGLI) have been reduced effective the first pay period in August 1986. Standard Optional Insurance premium rates also will be reduced for all age categories, and rates for other Optional FEGLI Insurances will be reduced for some age categories. In addition, employees over age 50 no longer will be excluded from either electing or increasing coverage. An employee notice containing the details is being distributed.

11. OP kicked off the job enrichment portion of the secretarial program with the DS&T position conversion panel. Additional sessions are scheduled with the other Directorates during the coming week. D/OP approved policy and procedures for secretarial conversion to and from the Intelligence Secretarial Schedule. A conversion schedule is being distributed to components which outlines the procedures for determining the grade level of an employee who converts from one schedule to the other.

S E C R E T

12. OP representatives attended meetings sponsored by the Interagency Advisory Group at the Office of Personnel Management (OPM). The major topic was the proposed Civil Service Simplification Act which will allow expansion of the Navy's China Lake Demonstration Project (Grade Banding) to other Federal agencies. Based on information presented at the 5 August meeting, the legislative proposal is ready for submission to Congress. OPM believes the proposal will be introduced before the fall 1986 recess, and that once passed, implementation could occur within 90 to 120 days thereafter.

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15. [] of Georgetown University's Center for Strategic and International Studies and [] Director of Soviet Studies at the School for Advanced International Studies, chaired the 1 August session of the Office of Training and Education's (OTE) Seminar on Soviet Politics, which focused on the politics of economic decision making in the USSR.

16. On 6 August the DDA and DDO kicked off precourse meetings for the Executive Seminar. The Deputy Directors addressed the reason for the Seminar and senior management's endorsement of the program. Precourse meetings for the DI and DS&T will be held on 13 and 14 August respectively. Cables will be sent to new SIS officers in the field to advise them of program dates.

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18. OTE has distributed its Catalog of Courses to all Agency Training and Career Development Officers. Soon an abbreviated version of the Catalog will be available to all employees via AIM.

19. The Office of Information Services reports that the backlog of initial FOIA requests was further reduced this week to 1,280. This compares with a backlog of 2,161 last year and 3,042 two years ago.

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25. Under the current Security Issues Briefing Program, OS has thus far provided five briefings to OCA, NIC, DDO, , OGC and DDI/Admin. Topics have included security and suitability issues, polygraph, and unauthorized disclosures. Additional briefings are scheduled.

William F. Donnelly

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